



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: All Superintendents and Charter School Sponsors

FROM: Melissa K. Ambre, Director
Office of School Finance

SUBJECT: 2010-2011 Textbook Reimbursement Data Submission

DATE: June 2010

This communication is provided to inform school officials of the process for submitting textbook reimbursement information for the 2010-2011 school year.

The prior year student data will be advanced a year to provide a starting point for supporting documentation for the new school year.

Retrieving and Reporting Individual Student Information

Access the aged student data via the secure STN Application Center. Click the Administration menu and select Retrieve Student Data. Select Textbook Reimbursement Data from the file type pull down menu. Select the file format and click the download button. **Save the data to your computer.** The data must be modified to add new students, eliminate students no longer eligible for textbook reimbursement, and modified for students who were not promoted at the end of the 2009-2010 school year. Upon completion of all the student information, submit the student information file through the Application Center under the Data Transfer menu. Select the File Transfer option. Browse your computer for the location of the student data file. Select File Type and File Format. Click on the Transfer Data button. Check the Application Center Scoreboard for a message that the data transfer was successful. If there are errors or inaccuracies, correct your data and resubmit the file.

Notes: 1) If your corporation did not file a claim in 2009-2010, the data file will be blank except for the column headers. 2) STN COLUMN will be blank for all records. The STN number is a required data element for students claimed.

Completing the Summary Claim Form for 2010-2011

All student data must be submitted prior to completion of the Summary Claim Form. Once the student data has been submitted our system will aggregate the student counts by grade level. When you access the summary claim form from the secure STN Application Center the number of students per grade level will be pre-populated in the form for you based on the student information that was submitted by your corporation. You will then need to input the

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TOTAL cost of textbooks, workbooks, etc. into the claim by grade level. **The application will make the total textbook cost calculation for you!** The required collection/sign-off period begins October 1, 2010 through October 31, 2010, 12:00 p.m. (EST), which is the final collection date. The required sign-off period begins November 1, 2010 8:00 a.m. and will end November 5, 2010, 8:00 a.m. EST. The report must reflect the report totals in the Application Center. Data transfer and input form is NOT available.

After filling in all required data, click the Calculate and Review button. This action will submit the claim to DOE. A message will appear giving you the option to review and make changes to the completed form. To review and make changes click Display Completed Form. Print, sign, and mail the completed form to the DOE at the address on the form by November 12, 2010.

The data layout for the submission of the individual student data is posted on the STN Application Center. The link is as follows: <http://www.doe.in.gov/stn/Sections/TB/TB.html>

If you have questions about the submission of Textbook Reimbursement information, please contact us at 317-232-0840.

SCHOOL TEXTBOOK REIMBURSEMENT CONTINGENCY FUND

INSTRUCTIONS

Column 2 - Number of Eligible Students PRE-POPULATED FOR YOU BASED ON STUDENT INFORMATION SUMMITTED.

- a. Only students who have met the eligibility determination for APPROVED FREE OR/REDUCED PRICE MEALS or APPROVED FREE OR REDUCED PRICE MILK are eligible for textbook assistance, regardless of whether you offer these programs at your school.
- b. Each school must maintain complete and accurate information concerning the number of students determined to be eligible for assistance. **DO NOT SEND US THE LUNCH APPLICATIONS** as you will be providing this information to us through the STN Application Center.

Column 3 - Total Cost of Textbooks

- a. The cost of each textbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price for open category textbooks. Do NOT use textbook rental costs or class fees of any type.
- b. Prorate those textbooks, which are shared by students and those textbooks used on a quarter or semester basis.
- c. Kindergarten textbooks are eligible for reimbursement if the textbook is listed on the official adoption list under Grade 1, or if it has been adopted for use by the local school.
- d. Provide the TOTAL COST of approved textbooks for all eligible students at the appropriate grade level. Example: If the cost of textbooks for one third grade student is \$100 and you have 7 eligible third grade students, the total cost of textbooks is \$700.00.
- e. Textbooks which have been adopted (or waived) by the State Board of Education and the basal textbook for approved instructional open categories which has been adopted for use by the local school are the ONLY textbooks which may be claimed.
- f. The State does NOT reimburse for non-adopted computer software, supplies, supplemental materials, religion textbooks and workbooks, or class fees.

Column 4 - Total Textbook Entitlement

- a. This column is the product of the total costs which appear in Column 3 multiplied by twenty percent (.20) and rounded two decimal points (.005 rounds up to .01 and .004 rounds down to .00). **This column is calculated for you once you submit the claim.** You will have an opportunity to review and make changes as many times as necessary. We consider your claim final only when we have received your signed copy in the office. Please have the signed claim form into our office by **November 12, 2010.**

Column 5 - Total Cost of Consumable Textbooks and Workbooks

- a. Consumable textbooks are those which have been adopted (or waived) by the State Board of Education as well as those consumable textbooks for approved instructional open categories which have been adopted for use by the local school which are used by students for no more than one (1) school year. These books might include approved primary grade math books, handwriting books, and similar textbooks.

Workbooks are those consumable, printed, copyrighted materials designed to supplement and accompany textbooks and are used by students for no more than one (1) school year.

b. The cost of each consumable textbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price for open category textbooks. The cost of each workbook must be a verifiable purchase price.

c. Provide the TOTAL COST of consumable textbooks and workbooks for all eligible students at the appropriate grade level.

Column 6 - Total Amount Claimed (4 + 5)

a. Column 6 is the sum of Column 4 and Column 5. This represents, by grade, the entitlement for reimbursement. **This is a calculated total by our program and is populated once you submit the completed claim.**

b. The vertical addition of Column 6 provides the Grand Total amount which the school is eligible to receive from the School Textbook Reimbursement Contingency Fund. This is a calculated total by our program and is filled in upon hitting the submission button.

Final Checks

a. Be certain to submit the original claim form printed off the web that contains the date, signatures, and phone number of the preparer. Be sure to retain a copy of the claim and student data for your records.

**SUMMARY CLAIM FORM 2010-2011
 SCHOOL TEXTBOOK REIMBURSEMENT CONTINGENCY FUND**

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9
Grade Level	Number of Eligible Students	Total Cost of Textbooks	Total Textbook Entitlement	Total Cost of Consumable Textbooks and Workbooks	Total Cost of Consumable Materials for Eligible Gifted & Talented Students	Instructional Special Education Students	Total Cost of Developmentally Appropriate Materials	Total Amount Claimed (4+5+6+7+8)
KG	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
01	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
02	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
03	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
04	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
05	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
06	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
07	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
08	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
09	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
10	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
11	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
12	_____	\$ _____	x 0.20 = \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____
TOTAL	_____	\$ _____	\$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	= \$ _____

The undersigned certify that this report is true and accurate in accordance with IC 20-8.1-9 in every respect to the best of their knowledge and belief, and that no part of same has been paid by the State.

Date _____ Signature of Superintendent _____ Preparer's Signature _____ Preparer's Name (Print) _____ Phone Number _____

Return to: **Indiana Department of Education**
Office of School Finance
 151 W. Ohio Street
 Indianapolis, IN 46204

Collection period is October 1 through October 31, 2010

Signed form must be received on or before November 12, 2010